



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 7220.2  
N15  
25 November 2003

## COMSC INSTRUCTION 7220.2

Subj: PER DIEM FOR MILITARY PERSONNEL IN A TEMPORARY DUTY OR  
TEMPORARY ADDITIONAL DUTY STATUS

Ref: (a) Joint Federal Travel Regulation, DoD 7000.14-R Vol 1, Ch 4  
(b) DoD Financial Management Regulation, NAVSO P-6034, Vol 9, Ch 5

1. Purpose. To promulgate policies and procedures for military personnel entitled to per diem while in a temporary duty (TDY) or temporary additional duty (TAD) status.
2. Background. A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses (M&IE) incurred by a member while performing travel, and/or TDY/TAD away from the member's permanent duty station (PDS). Except as authorized in reference (a), a member is not entitled to per diem for travel or TDY performed within the limits of the PDS.
3. Policy. Military personnel, ashore and afloat, are entitled to lodging and subsistence when away from their PDS during periods of official travel/TDY/TAD. For the purpose of this instruction, the PDS for afloat activities is considered the ship and/or the homeport. Government facilities will be used to the greatest extent possible. In the absence of adequate government facilities or government-provided facilities, per diem will be paid at the applicable rate.
4. Procedures. All personnel traveling away from their PDS, on official travel, will be issued TDY/TAD orders. All orders, wherever possible, shall be funded by the traveler's organization unless group orders or alternative methods are more efficient. The travel order is the basis for the traveler's reimbursement.
  - a. Government facilities must be used to the extent practicable.

25 November 2003

b. Government facilities are not available when:

(1) The dining facility and on-base Government quarters are not on the same installation.

(2) The order-issuing official determines:

(a) the use of the mess adversely affects mission performance;

(b) there's excessive distance (more than 1 mile) between the mess and place of duty, and/or the mess and place of lodging; or

(c) transportation is not readily available between the mess and place of duty, and/or the mess and place of lodging; or

(d) duty hours and mess operating hours are not compatible.

c. Travelers are not required to obtain written nonavailability statements before obtaining reimbursement for commercial lodging costs and the local M&IE rate. The ordering official shall confirm the availability of Government quarters, contract quarters, and dining facilities when the reservation request is made.

d. When government quarters are not available, contracted lodging may be obtained. If contracted lodging is not available, the applicable lodging per diem will be paid for commercial lodging.

e. When government messing is not available, the applicable M&IE per diem rate will be paid for meals.

5. Per Diem Computation. Per diem is based on the TDY/TAD location of the member at 2400. The applicable lodging and M&IE rates are combined to determine the per diem entitlement. The M&IE rate is payable to the member without itemization of expenses and without receipts.

6. Example. The following example is provided for further clarification:

A. USNS SHIP (HP: Earle, NJ) moves to Charleston, SC for an overhaul period. Some of the crewmembers remain in Earle, NJ (homeport), some are sent to Norfolk, VA, and the remaining accompanies the unit to Charleston, SC.

- Earle, NJ      - no per diem entitlement if residing on the economy and receiving BAH and BAS.
- entitled to per diem if the USNS SHIP is their primary residence.
- Norfolk, VA   - entitled to per diem, away from homeport and ship.
- Charleston, SC - no per diem entitlement if the USNS SHIP is inhabitable.
- entitled to lodging per diem if the USNS SHIP's berthing is uninhabitable.
- entitled to M&IE per diem if the USNS SHIP's messing is unavailable.
- entitled to full per diem rate if neither messing nor berthing is available.

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J. B. STROTT  
Chief of Staff

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SN DL 41B (MSC Area Commanders)  
41C (MSC NFAF East/West)  
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41K (COMAPSRON)  
41L (COMPSRONs)